

VACANCY ANNOUNCEMENT

US Embassy Banjul
Department of State
Washington DC 20521-2070



VACANCY ANNOUNCEMENT: TRAVEL & MANAGEMENT ASSISTANT GRADE: FSN 7

Announcement Number: B JL-15-009

Position: Travel & Management Assistant

Open To: All Interested Persons

Opening Date: April 13, 2015

Closing Date: April, 24 2015

Work Hours: Full-time, 40 hours/weeks

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Travel & Management Assistant.

BASIC FUNCTION OF POSITION

Under the supervision of the General Services Officer, the Travel Assistant assists travelers make travel arrangements consistent with all US Government travel regulations and post guidance. Provides advice on available travel routes, lodging options, per diem allowances, mixed transport options, etc. Provides secretarial/administrative support as required by the Management. Serves as back up Shipping Assistant.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

Education: High School leaving certificate with recognized diploma in administrative/secretarial studies, travel & tourism, business management or a related field.

Experience: Three to five years of substantive experience in the travel field or administrative work or other experience closely related to the field is required.

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Language: Level IV (Fluent) in both written and spoken English is required. Level IV in one local language Wolof or Mandinka is required.

Knowledge: Good working knowledge of air travel regulations and policies is required. Must be familiar with air travel guide and routes. Knowledge of Amadeus travel software and outstanding customer service.

Skills /Abilities: Must have the ability to: Interact with tact and diplomacy with all levels of Mission personnel, articulate complex issues both orally and in writing, interpret and apply technical regulations, work in a pressurized environment, meet deadlines, competently navigate around Microsoft Office packages such as MS Word and MS Excel, Internet , work independently on routine matters.

TO APPLY:

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Embassy of The United States of America
Kairaba Avenue
Serrekunda
Email: HROBanjul@state.gov

no later than **April 24, 2015**. **Only short-listed candidates will be contacted for interview.**

The Embassy of the United States of America, Banjul is an Equal Opportunity Employer (EEO). Female applicants are encouraged to apply.